

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE CONTRACT

Contract No.: CW50660
Caption: Professional Services for Records Offices
Proposed Contractor: Paige Ireland
Program Agency: Department of Corrections (DOC)

Findings

1. Authorization

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701

2. Minimum Need

The Office of Contracting and Procurement, on behalf of the Department of Corrections is seeking to extend the current contract with Paige Ireland to conduct a business audit and assessment to identify risk areas prioritize required improvements in such areas as records management, system support, business process/procedures, and workload management to assure accurate and timely processing of mission critical inmate transactions.

3. Estimated Fair and Reasonable Cost

The estimated fair and reasonable price to provide the required services for the period March 27, 2017 through September 30, 2017 is \$114,193.28, based on current contract unit pricing and projected number of hours worked.

4. Facts that Justify a Sole Source Procurement

- A. As a result of changes in executive management, newly appointed Director, Deputy Director of Management Support, Deputy Director of Operations, and two new Special Assistants to the Director, Deputy Director of Management and Deputy Director of Operations the initial solicitation was put on hold.

The following is the Chronology for CW14253 which resulted in the delay of the solicitation:

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| 1/4/2016 | OCP emailed the Deputy Director memorandum for option to renew contract for professional services to exercise option year 4 and to review solicitation for a new contract. |
| 2/5/2016 | Deputy Director emailed OCP that DOC would like to exercise Option Year 4 for the professional services contract. The Deputy |

Director assigned her special assistance to review the SOW for the award of a new contract.

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| 02/26/16 | Exercised option year 4 for professional services contract. |
| 07/2016 | The Deputy Director no longer worked for DOC. |
| 09/2016 | The Deputy Director's assistant no longer worked for DOC, never submitted revised SOW. |
| 10/17/2016 | OCP emailed to the new Deputy Director, the SOW for review, which was assigned to her special assistant. |
| 1/5/2017 | OCP emailed the Deputy Director's special assistant informing her that the contract was about to expire, and she was asked if she would like to add or subtract any requirements; and that the SOW (if revised) was needed so that OCP could begin the solicitation process. |
| 1/6/2017 | Sent original SOW to the special assistant for her review, informing her to pay close attention to Section C and Section F (Deliverable) if she planned to make changes. |
| 2/13/2017 | The special assistant emailed SOW with minor changes. |
| 2/14/2017 | OCP began working on putting the SOW in the proper format. |
- B. The incumbent is currently providing satisfactory services for the required professional services for the records office and is uniquely positioned to ensure continuity of services.
- C. The Office of Contracting and Procurement expects to award a new contract for these services on or before October 1, 2017.
- D. A sole source extension is the most advantageous method of fulfilling the District's need until a new contract can be competitively awarded. A market survey was not conducted because the incumbent has agreed to continue services based on existing contract (pricing) structure.

5. CERTIFICATION BY THE AGENCY HEAD:

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

Quincy Booth
Director
Department of Corrections

Date

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the 27 DCMR 1304, 1700, 1701 and 2005.6(b). I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04). I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Deborah J. White
Contracting Officer
Office of Contracting and Procurement

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

George A. Schutter
Chief Procurement Officer
Office of Contracting and Procurement

Date